

**LIAISON MEMORANDUM
NUMBER 11-30**

To: Agency Liaison and Payroll Officers

From: Cindy Rougeou
Executive Director

Re: December 2011 Calendar Year-End Close

Date: November 21, 2011

In preparation of the issuing of annual member statements, it is critical that all agencies report 2011 earnings and contributions, with required contributions payments, by **January 15, 2012**. This is necessary for member statements to be accurate and timely.

In accordance with La. R.S. 11:531B (1), all monthly reports and remittances are due within 15 days after the close of each calendar month. Any payment and/or report received after the 15th will be considered delinquent. While it is extremely important for your agency to report timely every month, it is even more critical at year-end.

Please distribute this information to the appropriate person(s) within your agency to ensure contributions are submitted by the deadline. If you have difficulty meeting this deadline, please contact Kelly Leggette at 225.922.0405 or Mona Joseph at 225.922.0123.

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Cindy Rougeou, Executive Director